

10 October 1985

MEMORANDUM FOR: Director of Information Services  
FROM:   
Chief, Classification Review Division  
SUBJECT: New Organization of CRD

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1. The addition of the responsibility to manage the Historical Review Program (HRP) and  new slots for personnel requires a new structure for CRD. To handle the HRP I propose to add a new branch, the Historical Review Branch. That raises the number of branches in the Division to three and the number of slots to  I also propose to change the names of the other branches to be more descriptive and to distribute the workload more evenly between the branches. I am taking these actions at this time because we now have to accommodate the HRP and now have three branch chiefs assigned to CRD.

2. The new branch designations and responsibilities are as follows:

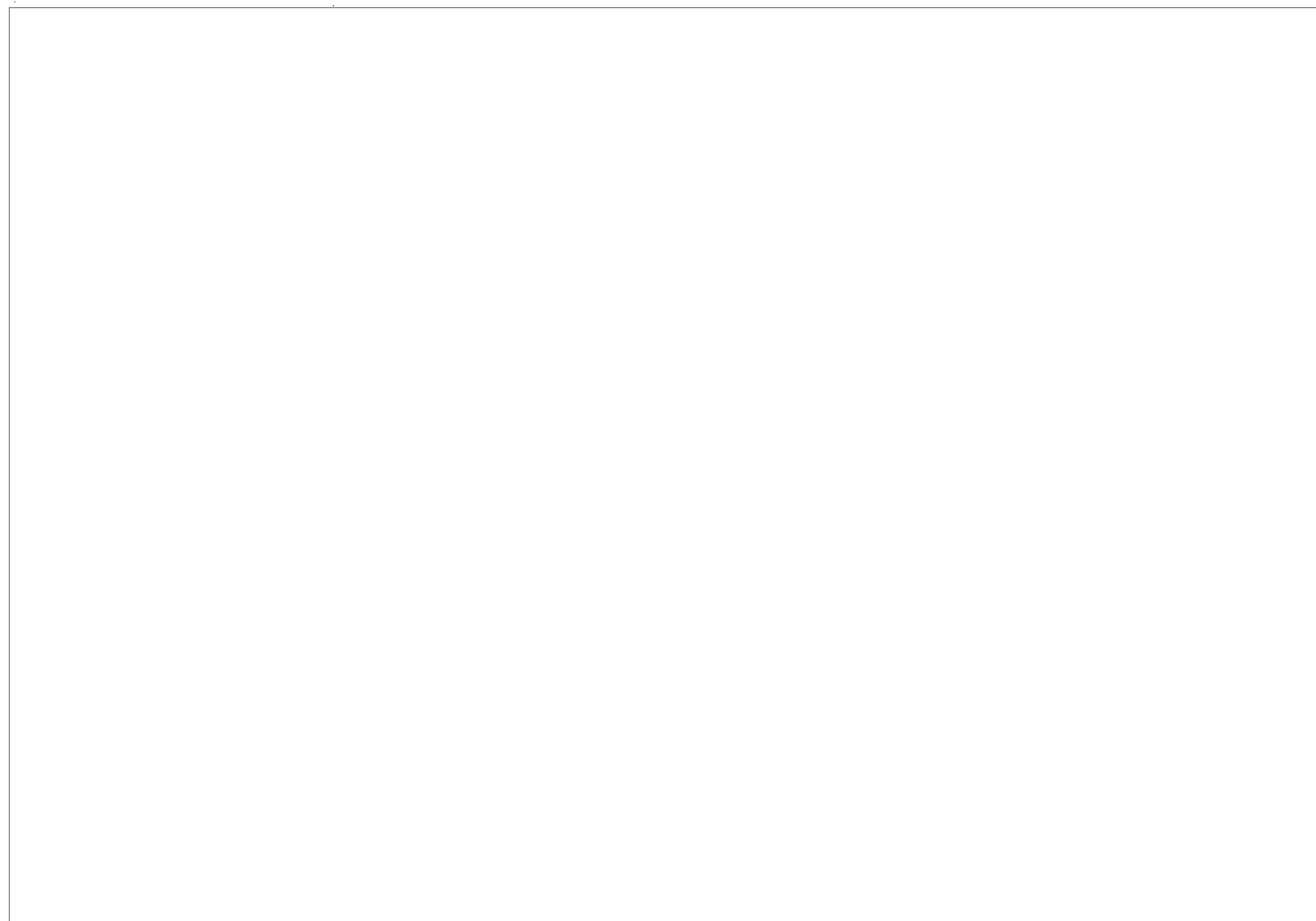
a. Historical Review Branch--responsible for managing the HRP.

b. Mandatory/Referral Branch--responsible for mandatory reviews and FOIA referrals that come from other agencies.

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c. General Review Branch--reponsible for the FRUS, SAEs of non-DO personnel who have never had cover, manuscripts from Agency and non-Agency officials, damage assessments, congressional requests, and support of systematic review program conducted by other agencies.

3. CRD proposed personnel assignments are as follows:



4. Seating arrangements for personnel will be determined in a manner that will put branch personnel together and co-locate the Branch Chief with them. At the moment, quarters will be a little cramped and everyone is being asked to bear with the situation until we can move into Room 336. That room is scheduled to be vacated in December 1985 and then certain reconstruction must be done--remove fixed partitions; install phone, electric, and terminal wiring; and repair rug. We should be in the room shortly after the new year. As of today, the architect has drawn up a plan for using the room which has been approved and he now is drawing up the specifications for reconstruction and furnishings. Some furniture and movable partitions have been collected but it will be necessary to order more.

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